



# U.S. ENVIRONMENTAL PROTECTION AGENCY

## COMPREHENSIVE ADMINISTRATIVE REVIEW

Use For Processing Grants/Cooperative Agreement  
Amendment Actions

### I. GENERAL INFORMATION

Applicant: Environmental Defense Fund Assistance No.: XA-83442701-3  
DUNS Number: 079822748 [If DUNS was not previously received, obtain one prior to processing this action]

Type of Action: ☒ Incremental [Complete Sections II, III, IV]  
☐ Administrative [Complete Sections II, III, IV- Question No. 5]  
☐ No Cost Extension [Complete Sections III, IV- Question No. 5 & V]

### II. ELIGIBILITY AND PRE-AWARD CAPABILITIES REVIEW

	YES	NO	REFERENCES/NOTES	
1. Is the Applicant on the Excluded Parties List System? Website: <a href="http://www.epls.gov">http://www.epls.gov</a> Date Checked: <u>8/7/12</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Award may not be made to entities in the EPLS. For more info: <a href="http://www.gpoaccess.gov/ecfr">www.gpoaccess.gov/ecfr</a> or <a href="#">2 CFR Part 1532</a> . If applicant is listed, contact OGD.	
NON-PROFIT APPLICANTS	YES	NO	N/A	REFERENCES/NOTES
2. Does the Grantee Compliance Assistance & Recipient Summary Database contain unresolved evaluation reports for this applicant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If YES, this amendment may not be funded until reports are closed or if findings in the reports are determined to be relevant, the recipient is on track to complete the corrective action in accordance with <a href="#">EPA Order 5700.8</a> , Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards and the Pre-award Guidance.
3. Does the applicant have any overdue close-out actions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If YES, review the applicant's records for outstanding close-outs and determine whether the backlogged close-outs are representative of a lack of administrative capability in accordance with <a href="#">EPA Order 5700.8</a> , Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards and the Pre-award Guidance.

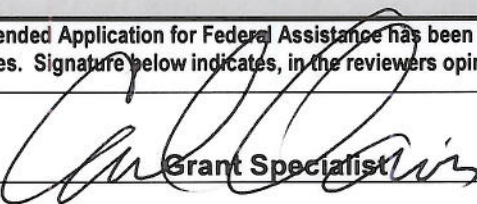
### III. CHANGE REQUEST REVIEW

	YES	NO	N/A	REFERENCES/NOTES
4. Are the EPA Project Officer/Approvers/Approval Official (PO) certifications current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the certifications are not current, the award may not be processed until the PO/Approvers/Approval Official have completed required certification courses.

### IV. OTHER REQUIREMENTS

	YES	NO	N/A	REFERENCES/NOTES
5. Has the Administrative Baseline Monitoring Review been completed and documented in the IGMS Post-Award Database and/or the Official Grant File for this grant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In accordance with EPA Order 5700. 2A2, Policy on Compliance, Review and Monitoring, Grant Specialists are required to perform and document baseline monitoring on every award on an ongoing basis, throughout the life of the agreement. Please refer to the Order for details of this requirement:  <a href="#">EPA Order 5700.2A2</a>
6. Does this action require the signature of the Senior Resource Official? If YES, signature must be obtained prior to award	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SRO concurrence is required when the total project costs are expected to be over \$5 million for continuing environmental programs and over \$1 million for project grants.
7. Does this award require White House notification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Required action for awards which exceed \$1 million in Federal funding.



Section IV. "Other Requirements" Continued...	YES	NO	N/A	REFERENCES/NOTES
8. If this amendment includes mixed appropriations or different appropriations from prior awards, has the PO addressed the Multiple Appropriations Order?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If NO, advise the PO to provide a change request comment to provide additional information addressing the <a href="#">Multiple Appropriations Order</a> .
V. BUDGET & PROJECT PERIOD EXTENSION	YES	NO	N/A	REFERENCES/NOTES
9. Is the applicant a Part 30 recipient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If NO, approval is required by the EPA Award Official.
Did the recipient notify the Award Official in writing with the supporting reasons and revised expiration date at least 10 days before the Budget and Project Period expiration date specified in the award document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The time extension may not be for the sole purpose of expending any remaining balance of Federal funds. Examples of justifications include: adverse weather, resource constraints, personnel changes, procurement issues, etc.  Recipient may request a one time B&P extension for up to 12 months without prior approval.
10. Is the applicant a Part 31 recipient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The time extension may not be for the sole purpose of expending any remaining balance of Federal funds. Examples of justifications include: adverse weather, resource constraints, personnel changes, procurement issues, etc.
11. Is the proposed timeframe for the project within the Statutory/Regulatory/Policy time constraint requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check the Statutory/Regulatory/Competitive Announcement/CFDA limitations.
12. Is the proposed budget period within the time limit constraints imposed by the Office of Chief Financial Officer (OCFO) Policy 91-11 and GPI 08-02?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Budget and Project period timeframes may not exceed limitations imposed by OCFO 91-11, Budget & Financial Accounting Policy & Procedures for Implementation of Revised M Accounts Legislation & GPI 08-02:  <a href="#">OCFO 91-11</a> (M Accounts) & <a href="#">GPI 08-02</a> (7yrs. policy)
13. Is the time extension approved by the EPA Project Officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If NO, enter the date recipient was notified: _____
VI. ADDITIONAL FOLLOW-UP ACTIONS NEEDED				
Issues/Notes/Date Resolved:				
APPROVAL SECTION				
This Amended Application for Federal Assistance has been reviewed for administrative compliance with statutory, regulatory, policy and delegated authorities. Signature below indicates, in the reviewers opinion, the application complies with the administrative requirements for award of assistance.				
 Grant Specialist		8/07/12 Date		
INTERNAL CONTROL REVIEW (Optional)				
A Quality Control Review was made of the application review to ensure it complies with the statutory, regulatory delegated and policy requirements for award. Signature below indicates the reviewer supports the funding decision for this Application for Federal Assistance.				
Reviewer		Date		